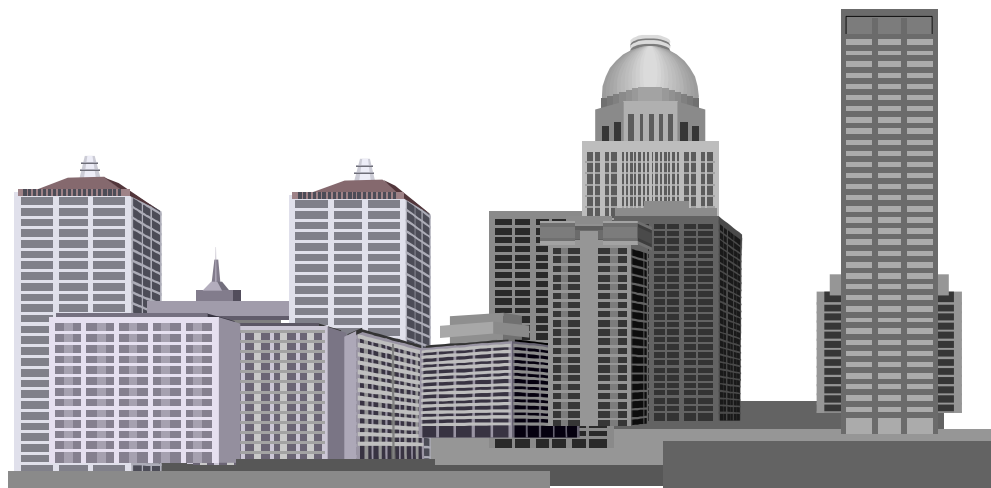


# Metro Archives Newsletter



December, 2010

## Gathering the Lost and the Hidden...

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This newsletter is produced by members of the Louisville Metro Archives staff for distribution to Metro Records officers and others in Metro government who support or maintain local records for legal, reference or historical purposes.

The newsletter will be distributed on a bi-monthly basis via email.

Articles will be compiled and reproduced from professional Archives and/or Records Management professional organizations, National Archives and Records Administration website and/or publications and other primary sources.

Any questions should be directed to the Metro Ar-

chives staff at (502) 574-2554.

It is our desire to provide you with the latest trends and developments in Records Information Management (RIM) and the field of Archiving.

We hope you enjoy this first edition of the *Metro Archives Newsletter*. Your feedback is appreciated!

## Metro Archives Welcomes New Supervisor

In October, 2010, a new Archival Supervisor joined our staff at 635 Industry Road.

Melessa L. O'Brien, CRM (Missy) has almost twenty years experience in the field of Records and Information Management.

Missy has worked in both the private and public business sectors. Her roles and responsibilities have included retention scheduling, development of policies and procedures, offsite storage, process development and improvement, project management, em-

ployee and client training and communication.

She has served as President of the local chapter of ARMA International (Association of Records Managers and Administrators) and Chair of the Kentucky Council on Archives (KCA). In addition, she is a member of AIIM, SAA, Kentuckiana Contingency Planners and the Louisville Genealogical Society. She is a founding member of the Fayette County Kentucky Genealogical Society.

Missy graduated summa cum laude from McKendree

University as an adult student in 2003 with a degree in Business Administration. She is a member of Sigma Beta Delta International Honor Society and is one of only eight active CRM's (Certified Records Manager) in the state of Kentucky.

She is excited to work with the Metro Archives staff as well as the local government's Records Officers.

She extends a warm invitation to each of you to visit her at Metro Archives at your earliest convenience. To call: (502) 574-5075.

*"Behold the work of  
the Old...  
Let your Heritage not  
be lost...  
But bequeath it as a  
Memory,  
Treasure and Bless-  
ing...  
Gather the lost and the  
hidden  
And preserve it for thy  
Children"*

- Christian Metz



**"Secure personal information in your home, especially if you have roommates, employ outside help, or are having service work done in your home."**

## Identity Theft Protection

- Never carry your social security card in your wallet. Always keep it in a safe and secure location.
- Monitor your credit report at least once a year.
- Be careful of what you put in your regular trash (i.e. magazine/catalog labels, credit card offers, bills, etc.)
- Place passwords on your credit card, bank and phone accounts.
- Don't use "easy" information for verification, like Mother's maiden name, birth date, last 4 digits of your SSN# or a series of consecutive numbers. (Example: When you are asked for your Mother's Maiden name on an application for a new account, try utilizing a password instead).
- Before you reveal any pertinent information, verify how the information is going to be used and secured, and whether it will be shared with others. Ask "Will this information be shared?"
- Secure personal information in your home, especially if you have roommates, employ outside help or are having service work done in your home.
- DO NOT give out personal information on the phone, through the mail, or over the Internet unless you've initiated contact or are sure you know who you're dealing with. ID Thieves are skilled liars, and may pose as a representative of your bank, internet service provider, a government agency, etc. to get you to divulge your pertinent information.
- Guard your mail and trash from theft.
- Deposit your outgoing mail in a post office collection box or at your local post office, NOT an unsecured mailbox.
- If you are going to be away from home for any extended period of time, contact the U.S. Postal Service (800.275.8777 ) for a "Vacation Hold."
- Shred any material that you are going to dispose of (i.e. credit card bills, applications, utility bills...basically anything with information that you would find on a normal credit report.
- Use either a personal shredder (personal use) or a "AAA" certified shredding company for your business needs!

**Whatever means you choose, please destroy important information.**

<http://www.secdocshredding.com/tips.html>

## Identifying Records ...

The primary factor in determining if a document is a record is the value of it's content and NOT it's appearance or the media upon which it exists.

Identifying a record starts at the time of creation. When creating or maintaining business information, ask yourself the following questions:

1. Does it record a business activity or event?
2. Does it have business, legal regulatory or historical value?
3. Do you need it to prove a transaction did (or did not) occur?
4. Do you need it to identify who had knowledge of an event—or who participated?
5. Could it be used to resolve a dispute in the future?
6. Does it support facts you claim are true? (This is particularly important if the person with direct knowledge of the facts is unavailable).

If you answered "yes" to any of these questions, the document or material in question is most likely considered a "record."

This applies to all records you create and includes all types of media; email, instant messages, etc.

*Note: This information applies to ORIGINAL items only. Copies of information (unless the original no longer exists) are NOT considered official records.*



A retention schedule is a simple document that lists the names of the original records produced by your office, along with their required retention periods and [disposition methods](#).

## Visit Presidential Libraries and Museums



Experience history first hand at a Presidential Library museum. Artifacts on exhibit represent only a fraction of Library holdings.

Artifacts play a special role in Presidential Library exhibits, illuminating the times in

which our Presidents lived and the decisions they made throughout their lives.

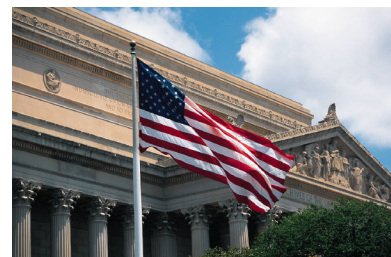
Presidential Libraries offer thought-provoking and entertaining permanent exhibits that use these artifacts, as well as documents, photographs and film, to immerse you in the sights and sounds of the past and to introduce you to the people, places, and events that shaped the Presidents' lives.

The Libraries also regularly present special exhibits that introduce you to new aspects of the American experience.

Whether sentimental or monumental, a handmade quilt from an expert needle crafter or entire slabs of the Berlin Wall, the artifacts at Presidential Libraries bring us closer to the Presidents and their times. Their lives become tangible through a cherished child-

hood toy, a favorite article of clothing, or a priceless gift from a foreign Head of State.

<http://www.archives.gov/presidential-libraries/>



## Federal Government Approves 11 'Cloud' Vendors

The U.S. federal government has approved 11 companies to sell the cloud infrastructure to federal agencies, according to the General Services Administration.

"Government officials have stressed the benefits of cloud computing, which allows users to access a pool of Internet-based resources, such as networks, servers and applications, rather than invest in computing infrastructure," elaborated the *Washington Post*.

The selected companies are:

- Apptis, partnered with Amazon Web Services
- AT&T
- Autonomic Resources, partnered with Carpathia Hosting, Enomaly, and Dell
- CGI Federal
- Computer Literacy World, partnered with Electrosoft Services, XO Communications, and Secure Networks
- Computer Technologies Consultants, partnered with Soft-Layer Technologies
- Eyak Technology
- General Dynamics Information Technology, partnered with Carpathia Hosting
- Insight Public Sector, partnered with Microsoft
- Savvis Federal Systems

- Verizon Federal

"Right now, from my perspective, it's endless," Susan Zeleniak, Verizon federal group president told the *Washington Post*. "I would see us growing our cloud services, probably doubling them every year for the next several years."

ARMA International, Washington Policy Brief, November 2010

## Boxing Records for Storage

Contact Metro Archives for approved boxes. Use of non-approved supplies is not allowed and improperly prepared and shipped boxes will not be accepted for storage.

1. Place records in boxes in an orderly, upright fashion. Leave the records in their file folders, but **do not pack hanging file folders**. If the material



previously stored in hanging files was not also stored in regular file folders, **place the folder contents in regular files before packing** into the boxes.

2. The standard Metro Archives box is sized to accommodate either letter or legal files. Stand letter-size folders the 12-inch way front to rear of the box. Stand legal size folders the 15-inch way from left to right side of box.
3. Do **not** pack records

from two different Records Series in the same box, even if they happen to have the same disposition instructions. **Keep your records series separate from one another.**



4. **Assign individual box numbers as packed, enter number of total boxes at end of packing.**
5. If a label is attached to the box, please insure it is below the box lid.
6. Attach box lids but **Do not tape top to box.**

7. Complete the Transfer (Transmittal) Form and send to Metro Archives for approval
8. Wait for Metro Archives to arrange for transfer of boxes.
9. All boxes which are delivered to the Metro Archives by agencies must be properly prepared and have completed paperwork or they will not be accepted.

For assistance with boxing instructions, contact Metro Archives at 502-574-2554.



# December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Archives CLOSED	25 
26	27	28	29	30	31 Archives CLOSED	

## Finding Your Ancestors in Census Records

The name of your relative or ancestor, and the state he or she resided in, is enough to get you started searching Census records.

The first Federal Population Census was taken in 1790, and has been taken every ten years since. However, data from recent censuses are not available after 1930 because of a 72-year restriction on access to the Census. Most researchers find it most helpful to begin with the 1930 Census and work backwards to locate people in earlier generations.

The National Archives has the census schedules on microfilm available from 1790 to 1930. (Note: Most of the 1890 Census was destroyed in a Department of Commerce fire, though partial records are available for some states.)

Census records can provide the building blocks of your research, allowing you to both confirm information, and

to learn more.



From 1850 to 1930, details are provided for all individuals in each household, such as:

- names of family members
- their ages at a certain point in time
- their state or country of birth
- their parent's birthplaces
- year of immigration
- street address
- marriage status and years of marriage

- occupation(s)
- value of their home and personal belongings
- the crops that they grew

Not all of this kind of information is available in every census. Before the 1850 Census, few of these details were recorded.

From 1790-1840, only the head of household is listed and the number of household members in selected age groups.

For additional information about genealogical research, check out the National Archives and Records Administration's website at: [www.nara.gov](http://www.nara.gov)

**Tip:** Begin with the most current census year available and work backwards. With the 72-year restriction on access to the Census, the most current year available is 1930.